Transformation Pillar:
HR Governance, Risk, and Compliance

Developing HR Policies and Procedures

Create Sound HR Policies And Procedures From Scratch Or Update And Modify Existing Ones.

COURSE OVERVIEW

"If you don't know where you are going, you will probably end up somewhere else." – Laurence Peter

No formal organisation can exist and function well without a set of guidelines that express how the management intends to manage people and what is expected of employees in the workplace, and how. Such guidelines include HR policies and procedures. Without such policies, there are dangers of arbitrary decision-making that can demotivate both managers and staff and hinder the whole organisation's performance.

This course will dissect the HR Policies and Procedures Manual as an independent topic in human resource management in order to give it the weight it deserves as a tool in guiding human resource decisions in an organisation. You will explore a number of important areas in an attempt to understand why managers and employees need policies. You will identify key HR management functions that require explicit policies. You will also learn a variety of tools, techniques and methodologies whereby policies are identified, researched, formatted, written, approved, published, distributed, communicated and maintained.

WHO SHOULD ATTEND

HR professionals, at all career levels, responsible for developing HR policies and procedures. Also, HR and OD managers who have a need to improve their skills in developing/writing HR policies and procedures.

COURSE OBJECTIVES

By the end of this intensive learning journey, you should be able to:

- **Understand** the need for HR policies and procedures
- **Master** the HR policies and procedures that will fit your organisation
- **Improve** employee branding and employee engagement
- **Understand** how to develop effective channels of communication for HR policies & procedures
- **Develop** an appropriate handbook for construction, review and update of policies
- **Explore** HR policies and procedures for optimal business impact
- **Recognize** the importance of structured HR policies and procedures

COURSE METHODOLOGY

Throughout the course, you will tackle a multitude of questions that will create a continuum of progress from the tactical to the strategic side of policy development. You will also work on a series of case study applications to ensure the direct transfer of skills and information and relevant practical experience. All throughout, you will adopt practical approaches, tools and techniques to enable you to effectively and efficiently develop, improve, maintain and update your HR manuals.

linkedin.com/in/mostafaazzam
YouTube channel
WhatsApp @MostafaAzzam.Ai
WhatsApp @MostafaAzzam.HR
training@thehrtalent.com
training@mostafaazzam.net
training.development@yahoo.com
www.thehrtalent.com